

Memorandum



Date: May 8, 2007

Agenda Item No. 12(A)(4)

To: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Resolution Approving the Terms of a Memorandum of Understanding Between Miami-Dade County and the Alliance for Human Services, Inc.

RECOMMENDATION

It is recommended that the Board adopt the attached Resolution approving a Memorandum of Understanding between Miami-Dade County and the Alliance for Human Services for the purposes of delineating the terms, conditions, duties and responsibilities governing the working relationship between the County and the Alliance for Human Services.

BACKGROUND

Resolution 1425-04 directed the County Manager to negotiate a Memorandum of Understanding (MOU) between the County and the Alliance for Human Services, hereinafter referred to as the "Alliance". The purpose of the MOU was to delineate the terms, conditions, duties and responsibilities governing the working relationship between the County and the Alliance. The MOU was to include provisions that will improve, enhance, clarify and re-focus the Alliance's relationship with the County and shall address proposals for re-aligning the goals and structure of the Alliance. The MOU was to also set forth the format and timetable for periodic reports from the Alliance to the County. The reports are to include but not be limited to the status of the funding allocations made to Community-Based Organizations (CBOs) with County funds; revenue maximization relative to the leveraging of County funds; program planning and performance results; and an annual independent external audit report encompassing all sources of revenue and all programs and activities. Further, the MOU is to also specifically address how funding is distributed across the County Districts and how the Social Services Master Plan is being serviced by the Alliance.

The attached MOU was developed by the Alliance and staff from the Office of the County Manager. It is being presented to the Board of County Commissioners for approval prior to execution by the County.

Attachment



Mae D. Bryant
Assistant County Manager

Memorandum of Understanding between Miami-Dade County and the Alliance for Human Services, Inc.

Whereas, the Board of County Commissioners (BCC) through Resolution R-556-98 directed the County Manager to continue developing and participating in a coordinated social and human services planning process; and

Whereas, in July 1998, the County Manager convened a broad based Human Services Collaborative comprised of major social service funders, providers, and advocates charged with making recommendations for accomplishing two major tasks: the completion of the Social Services Master Plan Phase III Report, and the restructuring of the Community Based Organization (CBO) funding process; and

Whereas, the Social Services Master Plan (SSMP) for 1998-99 constituted a major first step in responding to the charge of the County Commission to develop an ongoing comprehensive and collaborative county-wide social and human service plan process; and

Whereas, the Human Service Collaborative recommended the creation of a Human Service Alliance responsible for all future social and human service planning as well as the establishment of funding priorities and the allocation of resources to CBOs; and

Whereas, the Board of County Commissioners adopted Resolution R-235-99 on March 4, 1999 relating to Miami-Dade County Social and Human Services planning and the CBO funding process; and

Whereas, by way of the adopted resolution the BCC approved the Social Services Master Plan for 1998-99 and recommended that funding priorities be guided by the findings of the plan; adopted the common taxonomy of A Taxonomy of Human Services: A Conceptual Framework with Standardized Terminology and Definitions for the Field (3rd Edition) as recommended by the Human Services Collaborative; adopted the recommendation of the Human Services Collaborative that a Human Service Alliance be created; directed the County Manager to take appropriate action to assist in the establishment of this Alliance and to establish an equitable formula for funding by the entities participating in the Alliance and to secure said funding; and

Whereas, funding for dedicated professional staff to support the Alliance activities was proposed to be a shared responsibility among all its members with each contributing cash and/or in-kind support to the Alliance efforts; and

Whereas, the BCC also adopted the structure and composition of the Alliance as recommended by the Human Service Collaborative, and provided that the Alliance shall consist of a Core Decision Makers Group and an advisory group. The Core Decision Makers Group was to include but not be limited to some fourteen (14) specifically identified Miami-Dade major funders, and the advisory group was to be comprised of representatives from the community, advisory groups, consumers and providers from the social and human services delivery system; and

Whereas, the BCC adopted the recommendation of the Human Service Collaborative that funding for CBOs would continue at current levels until July 1, 2000, and that the next funding cycle for CBOs would begin on July 1, 2000 based on priorities established by the Human Service Alliance; and

Whereas, pursuant to Resolution R-235-99 the Alliance for Human Services, Inc. was created as a non-profit organization under the laws of the State of Florida on June 15, 2000, and was charged with the responsibility for social and human services planning for Miami-Dade County; for establishing funding priorities in accordance with the Social Services Master Plan; and as of July 1, 2000 for the allocation of Miami-Dade County's resources to CBOs in accordance with the SSMP; and

Whereas, through the adoption of Resolution R-187-00 adopted on February 24, 2000 the BCC authorized the Alliance to administer and manage Miami-Dade County's CBO funding process including the award of funding allocations in accordance with the "Establishment of Human Service Alliance and Implementation of CBO Funding Redesigning Recommendation" and "Maximizing Miami-Dade County's Social Services Funding Investments: Redesigning the CBO Funding Process" Reports; accepted the funding priorities, funding levels, and funding process recommended by the Alliance which are consistent with the SSMP for the FY 2000-01 CBO funding process; authorized a one year funding cycle for FY 2000-01; authorized the County Manager to enter into any agreements with the Alliance necessary to effectuate the purposes of the SSMP as well as the CBO funding process; authorized the County Manager to execute agreements with CBOs that are awarded funding by the Alliance; and further authorized the County Manager to exercise amendment, renewal, termination, cancellation, and modification clauses of any agreement entered into pursuant to the Resolution; and

Whereas, the BCC accepted the Social Services Master Plan for 2001-2004; and

Whereas, the Alliance for Human Services, Inc. received its designation as a 501c3 entity from the U.S. Internal Revenue Service in March, 2002; and

Whereas, through the adoption of Resolution R-68-01 on January 25, 2001 the BCC authorized the Alliance for Human Services to administer and manage Miami-Dade County's CBO funding process, including the award of funding allocations in accordance with the SSMP for 2001-2004; accepted the funding priorities, funding levels, and funding process recommended by the Alliance for Human Services, which are consistent with the SSMP, for the FY 2001-04 CBO funding process; authorized the County Manager to enter into any agreements with the Alliance for Human Services necessary to effectuate the purposes of the SSMP as well as the CBO funding process; authorized the County Manager to execute agreements with CBOs that are approved for funding by the Alliance for Human Services; adopted and further authorized the County Manager to exercise amendment, renewal, termination, cancellation, and modification clauses of any agreement entered into pursuant to the Resolution; and

Whereas, through the adoption of Resolution R-996-03 adopted on September 11, 2003 and Resolution R-1067-03 adopted on October 7, 2003 the BCC authorized the Alliance to administer and manage Miami-Dade County's CBO funding process, including the award of funding allocations in accordance with the comprehensive health and social services master plan for 2004-2007; accepted the funding priorities, funding levels and funding process recommended by the Board of Directors of the Alliance, which are consistent with the comprehensive health and social services master plan for the FY 2004-2007 CBO funding process; authorized a three-year CBO funding cycle for FY 2004-07; authorized the County Manager to enter into agreements with the Alliance necessary to effectuate the purposes of the comprehensive health and social services master plan as well as the CBO funding process; authorized the County Manager to execute agreements with CBOs that are approved for funding by the Alliance; adopted and further authorized the County Manager to exercise amendment, renewal, termination, cancellation, and modification clauses of any agreement entered into pursuant to the Resolution; and

Whereas, the BCC adopted Resolution R-1425-04 on December 2, 2004 to express its desire to improve, enhance, clarify and re-focus the relationship between the Alliance for Human Services and Miami-Dade County; and

Whereas, through the adoption of Resolution R-1425-04 the BCC directed the County Manager to negotiate a Memorandum of Understanding (MOU) to be entered into between Miami-Dade County and the Alliance for Human Services, Inc. for the purpose of delineating the terms, conditions, duties and responsibilities governing the working relationship between the parties. The MOU shall include provisions that will improve, enhance, clarify and re-focus the Alliance's relationship with the County and shall address proposals for re-aligning the goals and structure of the Alliance. The MOU shall set forth the format and timetable for periodic reports from the Alliance to the County. Such reports from the Alliance shall include but not be limited to the status of CBO funding allocations made with County funds, revenue maximization relative to the leveraging of County funds, program planning and performance results, and an annual independent external audit report encompassing all sources of revenue and all programs and activities; the MOU will also specifically address how funding is distributed across the County Commission Districts and how the SSMP is being serviced by the Alliance; and the County Manager will present the proposed MOU to the Board of County Commissioners for approval prior to execution by Miami-Dade County: and

Whereas, the Alliance has, since its inception, evolved into a community-wide social and human services planning entity with the following statement of objectives as approved by its Executive Committee on April 18, 2005 reflecting the organization's mission and purpose:

- To create a plan that creatively and comprehensively helps leverage and links Miami-Dade's considerable investments in the areas of economic development, social welfare, housing affordability, education, and other health and human services systems
- To bring together providers, funders, advocates, and consumers to develop an assessment of needs, analyze gaps, and prioritize human services issues in a manner that is collaborative and comprehensive

- To establish and implement a competitive funding process for Miami-Dade County government that provides funding for CBOs to implement the needs and priorities set forth in a community-wide Social Services Master Plan (SSMP)
- To expect that the public and private funders in the Miami-Dade County health and human services community would align their resources and funding to the identified Social Services Master Plan (SSMP) priorities
- To foster more collaboration at the neighborhood, community, and regional level by facilitating working cooperatively and investing in targeted outcome based initiatives
- To achieve measurable results by moving to outcome and performance based funding and evaluation which is realistic, measurable, and impactful
- To significantly reduce the amount of agency personnel and financial resources devoted to administrative compliance through joint monitoring and creating economies of scale among funders
- To enhance the capacity to monitor, assess, and evaluate our success in achieving quality of life goals by strengthening Miami-Dade's investments in planning and collaboration
- To serve as entity for policy analysis, issue-raising and problem-solving, and to provide cross-systems coordination and facilitation
- To obtain through its work a maximization of revenue to address the human services needs in Miami-Dade County
- To, overall, enhance the quality of life for all who live and work in Miami-Dade County and create a livable community,

Now, therefore, Miami-Dade County (County) and the Alliance for Human Services, Inc. (Alliance) mutually agree to the following understandings regarding the relationship between the parties.

Section 1. Purpose for the Memorandum of Understanding

- a. The purpose of this MOU is to set forth those mutual agreements and understandings that exist between the County and the Alliance and which will serve to govern the working relationship between the parties.

Section 2. Statement of Mutual Agreements and Understandings

- a. The Alliance and the County agree that as per Board of County Commissioners Resolution R-235-99, as further elaborated through resolutions R-68-01 and R-1067-03, the Alliance for Human Services was created for the principal purpose of (1) being responsible for all future social and human service planning for Miami-Dade County; and (2) establishing funding priorities and allocating resources to CBOs in accordance with the Social Services Master Plan for Miami-Dade County,

Section 3. Alliance for Human Services, Inc. Duties and Responsibilities

- a. The Executive Director of the Alliance will establish and maintain a working relationship and a principal point of contact with the Office of the County Manager through an Assistant County Manager or Department Director as designated by the County Manager.
- b. Through its Executive Director the Alliance will provide formal reports on its activities to the Board of County Commissioners and appropriate Committees at least twice a year. The reports will be prepared and presented in consultation and in accordance with directions provided by the Office of the County Manager; will be provided at least semi-annually, and will include, but not be limited to, the status of CBO funding allocations made with County funds; revenue maximization through the leveraging of County funds with the funding allocated by or on behalf of other funders; program planning, evaluation and performance results; in addition to these reports, the Alliance will provide an annual independent external audit report encompassing all sources of revenue and expenditures, as well as all programs and activities; this annual audit report is to be submitted to the County within six (6) months of the end of the Alliance's fiscal year. The required activity reports will also provide information documenting the distribution of funding allocations in accordance with the SSMP across County Commission Districts and demonstrating how the SSMP is being serviced by the Alliance. Further, as requested by the County, the Alliance agrees to provide periodic reports including, but not limited to, a reconciliation of Alliance CBO funding allocations to the County's CBO funding appropriations.
- c. The Alliance agrees that it will conduct its operations and activities in accordance with a mission statement, purpose, goals and objectives that are consistent with Board of County Commissioners Resolution No. R-235-99, and additional BCC resolutions.
- d. The Alliance agrees to present proposed funding priorities and recommended funding levels to the County for review and approval prior to the allocation of County funds through a Request for Applications (RFA) or other transparent competitive funding process.
- e. The Alliance agrees that funding priorities and funding levels will not be changed without the approval of the Board of County Commissioners.

- f. The Alliance agrees to allocate County appropriated funding to CBOs in accordance with the SSMP through an RFA or other transparent competitive funding process with the applicable procedures and timetable approved in advance by the County. The applicable procedures shall describe duties and responsibilities between the Alliance and the County relative to the implementation of the RFA process and shall include, but not be limited to, notice of RFA availability, application submission requirements, review and evaluation of proposals, determination of agency funding allocations, negotiation of contract scope of services, contract development, contract management and administration, and contract monitoring, evaluation and assessment, web-based information and management systems, and evaluation/assessment tools developed by the Alliance.
- g. The Alliance will submit an annual budget request, to include all revenues and expenditures associated with its operation and administration, as well as a separate request for a CBO funding appropriation. The Alliance's budget request relative to its operation and administration will include funding needs relative to (1) conducting competitive funding processes for the County involving CBOs in the social and human services areas in accordance with the SSMP, (2) conducting comprehensive outcome-based evaluations of grants awarded through its competitive funding process, and (3) developing and updating the three-year SSMP through a process that is collaborative and continuing on an annual basis. The Alliance budget request will be submitted on forms and in a timeframe established by the Miami-Dade County Office of Strategic Business Management. The County Manager will recommend the annual amount of funding to the Board of County Commissioners as part of the County Manager's Annual Proposed Resource Allocation Plan. Upon approval of the funding amount relative to the Alliance's operation and administration by the Board of County Commissioners, the Alliance may adjust the scope of services relative to items 1, 2 and 3 above as may be necessary consistent with the approved level of funding.
- h. The Alliance agrees to actively engage Miami-Dade County in all of its activities and to participate in appropriate County initiatives in consultation with the Office of the County Manager or the County's designated lead department for this MOU.
- i. The Alliance agrees to continue to align funding from the public, private and philanthropic sectors to support the goals and priorities set forth in the SSMP. The Alliance will involve sectors of Miami-Dade County in its work that have not heretofore been active participants (including but not limited to the private sector and municipal governments). The Alliance will enter into Memorandums of Understandings with all participating partners to delineate the mutual expectations, agreements, duties and responsibilities that will govern those relationships.

- j. The Alliance agrees to keep the Mayor, Board of County Commissioners and County Manager informed of its activities.
- k. The Alliance agrees to realign the composition of its Board to include only members who have resources that are annually allocated in guidance by the SSMP and/or who contribute cash and/or detailed documented in-kind support on an annual basis to the operating budget of the Alliance, the elected Chairperson of the Advisory Committee; and the Chairperson of the Board of County Commissioners may serve or appoint a designee and this position shall be non-voting.
- l. The Alliance agrees to coordinate with the County to develop and implement a funding transition plan that will ensure that CBO funding allocated in accordance with the SSMP is awarded for a fiscal year that begins on October 1 and ends on September 30.

Section 4. Miami-Dade County Duties and Responsibilities

- a. The County agrees to appropriate funding, in an amount subject to its sole determination, in the annual budget for allocation to CBOs in accordance with the SSMP through a transparent competitive funding process, procedures and timetable that is approved by the County.
- b. The County agrees to appropriate funding, in an amount subject to its sole determination, in the annual budget for allocation to the Alliance for support of its operations and administration.
- c. The County agrees to accept the funding allocations made by the Alliance in accordance with the SSMP.
- d. The County agrees to coordinate with the Alliance its planning for social and human services, including, but not limited to, Miami-Dade County Boards, Councils and Task Forces regarding community and economic development, housing affordability, criminal, juvenile justice and victim's issues, children's issues, workforce development, general obligation bonds, and other health and human services-related issues.

- e. The County Manager will designate a lead County department to coordinate the implementation of the activities governed by this MOU with the Alliance. The lead County department will prepare a sufficiently detailed matrix of duties and responsibilities indicating the specific activities and tasks for which there is lead, shared and joint responsibility between the County and the Alliance respectively. The matrix shall be mutually acceptable to the lead County department and the Alliance. The County Manager, with the consultation of the President of the Alliance Board of Directors, will make the final determination to resolve any areas of disagreement between the lead department and the Alliance,
- f. The County will review and approve by resolution of the Board of County Commissioners the funding priorities, funding levels, and funding process for the determination of CBO funding allocations by the Alliance.

Section 5. Principal Contacts for Correspondence regarding the MOU

The principal points of contacts for the receipt of correspondence relating to this MOU for Miami-Dade County and the Alliance respectively are as listed below.

Miami-Dade County

George M. Burgess, County Manager
Office of the County Manager
Miami-Dade County
Stephen P. Clark Center
111 NW 1st Street, 29th Floor
Miami, Florida 33128

Alliance for Human Services

Mark Buchbinder, Executive Director
Alliance for Human Services, Inc.
3250 SW. 3rd Avenue
Miami, Florida 33129

Section 6. Entire Agreement

This agreement constitutes the entire understanding of the parties and supersedes any and all prior discussions, negotiations, agreements and understandings, whether written or oral, with respect to the subject matter hereof. This agreement can be modified only by a written instrument properly executed by Miami-Dade County and the Alliance for Human Services, Inc.

Section 7. Execution and Signatories

WITNESSES

Print Name: _____

Alliance for Human Services, Inc.

Signature: _____

BY: _____
Chairperson of the Board

Date: _____

Print Name: _____

Miami-Dade County, Florida

Signature: _____

BY: _____
George M. Burgess
County Manager

Date: _____



MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: May 8, 2007

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Agenda Item No. 12(A)(4)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 12(A)(4)

5-8-07

RESOLUTION NO. _____

RESOLUTION APPROVING THE TERMS OF A MEMORANDUM OF UNDERSTANDING BETWEEN MIAMI-DADE COUNTY AND THE ALLIANCE FOR HUMAN SERVICES, INC.; AUTHORIZING THE COUNTY MANAGER TO EXECUTE THE SAME FOR AND ON BEHALF OF MIAMI-DADE COUNTY; AMENDING R-162-07 TO PROVIDE THAT COUNTY GENERAL REVENUE FUNDS REPLACING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS SHALL BE AWARDED TO ORGANIZATIONS PROVIDING SERVICES WITHIN NRSA AREAS, EQUITABLY DISTRIBUTING FUNDS BASED ON POVERTY STATISTICS; DIRECTING THE ALLIANCE FOR HUMAN SERVICES TO AMEND RFPS, RFQS OR NOFAS ALREADY ADVERTISED, PUBLISHED AND IN EFFECT TO ENSURE THEY ARE CONSISTENT WITH THIS RESOLUTION

WHEREAS, the Board of County Commissioners adopted Resolution R-235-99 on March 4, 1999 relating to Miami-Dade County Social and Human Services planning and the Community-based Organization funding process; and

WHEREAS, by way of the adopted resolution the Board approved the Social Services Master Plan 1998-99 and recommend that funding priorities be guided by the findings of the plan; adopted the recommendation of the Human Service Collaborative that a Human Service Alliance be created; directed the County Manager to take appropriate action to assist in the establishment of this Alliance, and to establish an equitable formula for funding by the entities participating in the Alliance and to secure said funding; and

WHEREAS, the Alliance for Human Services, Inc. (the “Alliance”) was created as a non-profit organization under the laws of the State of Florida on June 15, 2000 and received its designation as a 501c3 entity from the U.S. Internal Revenue Service in March 2002; and

WHEREAS, the Board is desirous of improving, enhancing, clarifying and re-focusing the relationship between the Alliance for Human Services, Inc. and Miami-Dade County; and

WHEREAS, the Board of County Commissioners through Resolution R-1425-04 directed the County Manager to negotiate the terms of a Memorandum of Understanding (MOU) between Miami-Dade County and the Alliance for Human Services, Inc.; and

WHEREAS, Resolution R-1425-04 instructed that the MOU should include provisions that will improve, enhance, clarify and re-focus the Alliance’s relationship with the County and shall address proposals for re-aligning the goals and structure of the Alliance. The MOU should also set forth the format and timetable for periodic reports from the Alliance for Human Services, Inc. to the County. The MOU will also specifically address how funding is distributed across the County Districts and how the Social Services Master Plan is being serviced by the Alliance; and

WHEREAS, Resolution R-162-07 accepted the funding priorities, funding levels and funding processes recommended by the Alliance for FY 200-2010; and

WHEREAS, the RFP, or Notice of Funding Availability (NOFA), implementing the competitive process for awarding grants consistent with R-162-07 has already been advertised and is presently in effect; and

WHEREAS, such NOFA had allocated county-wide the County's general funds meant to replace CDBG funds allocated in the past to CBOs providing services within NRSA Areas; and

WHEREAS, the County desires that its general funds meant to replace CDBG funds serve the same function the CDBG funds previously served,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board hereby approves the attached Memorandum of Understanding between Miami-Dade County and the Alliance for Human Services, Inc. delineating the terms, conditions, duties and responsibilities governing the working relationship between the parties; authorizes the County Manager or his/her designee to execute the same for and on behalf of Miami-Dade County, and to exercise the provisions contained therein; amends Resolution No. R-162-07 to provide that general revenue funds from the County which have been allocated to the Alliance in place of Community Development Block Grant (CDBG) funds shall be awarded to CBOs providing services within NRSA Areas, equitably distributing such funds based on poverty statistics; and directs the Alliance to amend RFPs, RFQs or NOFAs already advertised, published and in effect to ensure they are consistent with this resolution.

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman

Barbara J. Jordan, Vice-Chairwoman

Jose "Pepe" Diaz

Carlos A. Gimenez

Joe A. Martinez

Dorrin D. Rolle

Katy Sorenson

Sen. Javier D. Souto

Audrey M. Edmonson

Sally A. Heyman

Dennis C. Moss

Natacha Seijas

Rebeca Sosa

The Chairperson thereupon declared the resolution duly passed and adopted this 8th day of May, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

MAD for BKN.

Brenda Kuhns Neuman